



## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF ARCHIVES AND HISTORY  
RECORDS MANAGEMENT DIVISION

**INSTRUCTIONS:** See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		1. Agency Address	FOR RECORDS MANAGEMENT USE	
Application Date		Department of Education Office of Vocational Education Division of Program Development Vocational Evaluation - Curriculum Dev. Atlanta, Georgia	Application Number <b>81-25</b>	
Application Number			Date Received Unit 1-9-81	Date Completed 1-20-81
2. Person to Contact Roslyn Peller		Working Title Vocational Evaluation Consultant	Telephone Number 656-2547	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
4. Dates of Series Earliest      Latest 1978      To Date		5. Records Series Title (followed by title used in office, if different) V-TECS (Vocational-Technical Education Consortium of States) Working Files		
6. Division and Office Function      What is the function of the Division and the Office in which this record series is created? The Vocational-Technical Education Consortium of States was chartered in 1973 to produce valid, up-to-date materials for use in vocational-technical curricula development, program planning and program evaluation. Presently, the membership includes seventeen states, the US Army, Air Force and Navy. Each member is responsible for producing two catalogs a year which may then be printed and disseminated for use by other members. V-TECS products are worker-validated catalogs of performance objectives and performance guides. Using systematic development of procedures, V-TECS members perform an on-the-job task analysis of an occupation, validate the tasks through a survey of workers, and from the tasks develop performance objectives with performance guides. The objectives and guides are subjected to further review by user groups prior to publication.				
7. Record Series Description      This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: monitoring V-TECS contract activities for developing performance objectives and guides catalogs for specific job duties. Included are: Active working files on V-TECS catalog development activities, including correspondence, Product/Report Review and Routing Form, Criteria for Reviewing V-TECS Reports, Product or Report transmittal Memo, and other related reports and memos, including interim reports and terminal memos.  File is arranged: alphabetically by subject				
8. Monthly Reference Rate      How often are records referred to which are: One to six months old <u>daily</u> ; Seven to twelve months old _____; Thirteen to twenty-four months old _____; twenty-five months and older _____?				
9. Annual Rate of Accumulation of Records      3 cubic feet Letter-size drawers _____; Legal-size drawers _____; Shelves _____; Other (specify) _____				

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
N/A		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X		f. Is the information contained in this series ever published? If yes, attach copy.
X		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

#### 11. Retention Requirements

The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	3 _____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.  
Contracts generally run for 1-2 years.

#### 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other See Below \_\_\_\_\_ then,

- ☐ Hold in the current files area \_\_\_\_\_ month(s) \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☐ Transfer to State Records Center; hold \_\_\_\_\_ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Hold in current files area during active contract period; then remove the following documents and place in Program Development Contract File: Interim correspondence, Product/Report Review and Routing Form, Criteria for Reviewing V-TECS Reports and Terminal memos. Destroy remainder of file.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>[Signature]</i>	1/7/81	Walker L. Baumgardner	1-7-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	Date
		State Auditor/Designee	1-16-81
		Secretary of State/Designee	1-15-81
		Attorney General/Designee	1-16-81